

**<Name of Project> Issue**

Prepared By:

**Issue #:**

Date Submitted:

***Issue Background***

***Issue Type***

Describe the type of issue described in the document. Common types are procedural problems, system problems, scope disputes or requests for information.

***Date Resolution Needed***

Indicate the date by which issue should be resolved to prevent negative impacts to the project.

***Proposed Assignee***

The issue author should indicate the name of the resource nominated to lead issue resolution effort.

***Attachments***

List attachments to the issue document, if any.

***Issue Description***

Insert a description of the issue including necessary background information for reviewer and other readers.

***Initial Recommendation***

The reviewer should include a preliminary recommendation on the proposed course of action and solutions identified to date.

***Impact if not resolved***

Describe what is likely to occur if the issue is not resolved or is not resolved in a timely manner.

***Review Comments***

Describe results of review, including whether issue is valid and should move forward for resolution. Indicate whether more detailed cost and impact analysis is required as well as an estimate of additional resource requirements and associated cost estimates. Include the name of the review and the date the review occurred.

***Recommendation***

Document the final issue resolution. Include details on follow-on actions, including resource assignments, timelines, costs, etc. Include attachments as appropriate.

***Endorsement***

The project manager should indicate endorsement of, or concerns about the proposed resolution. Include the project managers name and date of review.

***Executive Action******Decision***

Indicate whether project executives accept the proposed resolution, defer the decision until some future point, require additional information prior to making a decision or reject the proposed resolution.

***Comments***

Include comments from project executives such as reasons for deferment, additional information needed to make a decision or reason for rejection of proposed resolution.

***Acceptance***

Insert signature block indicating acceptance of issue resolution and/or decision.